



NORTH CAROLINA EDUCATION LOTTERY COMMISSION

John R. McArthur
Commission Chairman
Director

Tom Shaheen
Executive

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

Employment Opportunities
North Carolina Education Lottery
56886 Mail Service Center
Raleigh, NC 27699-6886

Or, e-mailed to: NCELEmployment@lotterync.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

Games Analyst (1) position- Corporate Office): The purpose of this position is to analyze, reconcile, and monitor the financial results of all Lottery games. Duties include, but are not limited to: preparing daily and weekly reports for NCEL management that show game sales, cashes, and liability by on-line draw; verifying the accuracy of game accounting data (net sales, prize expense, prize liability, prize breakage, free tickets; and expired end-of game tickets) that automatically uploads from the gaming system to the accounting system; balancing accounts by tracking automatic entries and manual journal entries that impact game-related accounts; analyze accounts and prepare journal entry adjustments for closing of individual games; post adjustments to retailer accounts on dashboard; record NSF's and related fees in QuickBooks; preparing deposit slips and process budgetary control entry forms for NSF collections; assisting in developing and maintaining operating procedures; assisting in developing and maintaining Business Recovery Plans; preparing, maintaining and updating files and logs following prescribed methods; responding to questions, complaints and request for information by telephone, in person or by mail from retailers, players, employees, departmental head, etc.; able to work extended hours as required by project deadlines; perform public relation duties, including public speaking

engagements, and appearances at civic and community meetings and special events, as assigned by management. Bachelor Degree in Accounting, Finance, or related field; three years of combined accounting, accounting software, or financial reporting experience; experience in preparation and review of financial statements; Microsoft Word and Excel proficiency; or equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 5 (\$32,000-\$52,000), depending on knowledge, experience, skills and salary history.

Claims Representative 2 positions - (1)Asheville) (1) Wilmington: The purpose of this position is to provide support in the area of prize payment to players and administrative support to the Claim Center Manager. Duties include, but are not limited to: typing and composing correspondence, compiling information, formulating spreadsheets, maintaining records and performing other tasks as assigned by the supervisor. High School Diploma (or GED) required, (Associate's Degree in Secretarial Science preferred) with three to five years of clerical or administrative experience, as well as cash handling experience. Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and salary history.

Senior Financial Analyst (1 position- Corporate Office): The Purpose of this position is to perform professional accounting and financial activities required in the business operation of the North Carolina Education Lottery. Duties include, but are not limited to, create and maintain financial databases used for analysis and reporting purposes; import and manipulate data from other agencies using State of NC supported software Decision Support System (DSS), North Carolina Accounting System (NCAS), and Systemware (XTND); research complex financial entries; perform complex financial analysis, monthly fixed assets processing which includes recording in NCAS, assigning permanent asset numbers, and tagging; monitor accounting procedures and recommending changes where required; prepare, maintain and update files and log following prescribed methods. Requirements include Bachelor Degree in Accounting, Finance, or related field preferred; one (1) year of accounting bookkeeping experience is required; automated accounting software is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Strong database skills using Microsoft Office Access and Excel preferred. Thorough knowledge of North Carolina Accounting System (NCAS) and other reporting systems (XPTR, XTND, DSS,IE) a plus. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and salary history.